



# OFFICER FITREP WRITING

**PERS-43**  
**07 October 2014**





*UNCLASSIFIED/FOUO*

# Officer Fitness Reports



- You see the Officer, Board sees the record
- What's the message?
  - Hard breakout – “My #1 of 15 exceptional LTs.”
    - Block 42/43 show EP/15
  - Soft breakout – “My #1 of 19 Joint Service LCDRs.”
    - Block 42/43 show fewer than 19 in summary group
  - Caught in traffic? Ranked behind SJO/TO?
  - Reporting Senior's Cumulative Average?
  - Recommendation – Department Head, Command, etc.
  - Progression?
- NOT counseling – MUST be done at midterm

**WRITTEN TO THE BRIEFER!!**



UNCLASSIFIED//FOUO

# Officer Fitness Reports

---



- **Rank officers in the remarks**
  - Have a JO & DH FITREP plan
  - Use plain language
  - NEVER pass opportunity to rank officers or write a FITREP
  - “Soft” breakout on 1 of 1 reports in comments
    - Departing 1/1, “My #1 of 14 exceptionally talented LTs.”
  - Scrutinize RS and SUM average on each FITREP: no unintentional decliners
- **Length of ticket**
  - Short-time in major DH detractor (ticket punch)
  - Short #1 DH FITREP may not play for command



*UNCLASSIFIED//FOUO*

# Officer Fitness Reports

---



- **Block 40**
  - OP VFA DH
  - OP HSC COMMAND
  - CVW CMD/AVN PIPELINE/CVN CMD
- **Block 41**
  - Must tell the entire story!
  - Promotion recommendation
  - Milestone recommendation
  - White space ok
- **Top line breakout should include:**
  - Hard/soft breakout
  - Promotion recommendation
  - Future potential/milestone (if true)





*UNCLASSIFIED/FOUO*

# **Officer Fitness Reports**

---



- **Block 41 Opening – Breakout/promotion/milestone**
  - **LT Report**
    - \*\*My #1 of 18 Exceptionally Talented Lieutenants\*\***
    - \*\*Promote Now to LCDR; Highly Recommended for Operational Aviation Department Head.\*\***
  - **LCDR Report**
    - \*\*My #1 of 7 Operational Aviation Department Heads\*\***
    - \*\*Ready Now for CDR; A Must Select for Operational Aviation Command\*\***
  - **CDR Report**
    - \*\*My #1 of 7 Operational Aviation Commanding Officers\*\***
    - \*\*Select Now for CAPT; Ready for CVW Command\*\***
  - **Use recommendations wisely! Recommend all = recommend none**
- **Use bottom to highlight long term potential**
  - **“Groom for Flag,” “Future CVW Commander,” etc.**



*UNCLASSIFIED/FOUO*

# Officer Fitness Reports

---



- **Avoid vagueness**

**\*\*Highly recommended for Command\*\***

**\*\*Razor thin margin separates him from my #1\*\***

**\*\*Unlimited Potential\*\***

**\*\*Ready now for increased responsibility\*\***

- **Not #1 = #2 or lower**
- **Unranked EP of four = #4 EP**
- **Training/SM/Op-T CMD rec = no CMD rec**



*UNCLASSIFIED//FOUO*

# **FITREPS - Bottom Line**

---



- **Gaming the system hurts EVERYONE**
- **Identify future leaders and validate with FITREP**
- **Communicate clearly to the Selection Board (FITREP is written for the Board)**
- **You've earned the privilege and trust to select the future leaders in your community & Naval Aviation**
- **Make your rankings and comments count**
- **A career is briefed in 2-3 minutes the first time through the "Tank"**
- **Have a long term plan! (CDR or CO?)**



UNCLASSIFIED//FOUO

# Selection Boards

---



- **Statutory Boards**
  - Promotions to next Rank
  - Board Members from every community  
(Aviators, Surface, Sub, etc)
  
- **Administrative Boards**
  - Selection process for career milestones
  - Department Head, Command, Major Command
  - Membership limited to aviation communities

***"Select the best and fully qualified"***





VOTE IN PHASE-28 FOR:  
VEZER JOE  
SSN = 123-11-8881  
DESIG = 1105  
CONSEC = 1418

3 4 5 6  
18 19 20 21 22 23 24 25 26



UNCLASSIFIED//FOUO

# FITREP Translation



FOR OFFICIAL USE ONLY				NAVY FORM 1070/101 (REV 2-10)				OFFICER SUMMARY RECORD				VIT#6285	
SMITTY JOHN JACOB "GOOBER"				YG 85				DATE PROC: 111299				SEQ. NUM: W6285	
SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE							
		1310	600326	39									
FROM HISTORY:	CAPT.	CLB	LCDR	LT	LTJG	ENS	MARJANT						
DATE OF RANK			950501	881201	861102	841102							
PRESENT DUTY STATION				PRESENT BILLET									
STAFF LANT				PERS DIST OFF/									
EDUCATION				SERVICE SCHOOLS ATTENDED									
COURSE	DATE/LEVEL	MAJOR	LANG. PROF	SUB-SPEC									
ALASKAST	83 BACH/1 PR	CHEMISTR											
					COURSE: COMD STAF NUC SAFETY OFF								
					DATE/WEBS: 8606 38 9008 01								
					COURSE: WPNS TRNG OFF								
					DATE/WEBS: 8909 01								
					COURSE: DATE/WEBS:								
ACTIVE DUTY	PREVIOUS MILITARY	YEAR	MONTHS	HIGHEST	REMARKS								
BASE DATE:	SERVICE:			RATE/GRADE									
840726	N	84	003	OCU2	SELECTED FOR JUNIOR SERVICE COLLEGE SELECTED FOR SENIOR SERVICE COLLEGE  SELECTED FOR CDR COMMAND								
PERSONAL DECORATIONS													
HIGHEST AWARD													
AIR MDL S/P 02 NAV ACHV-V 01 NAV ACHV 04													
SPECIAL QUALIFICATIONS					SELECTED FOR CDR COMMAND								
1	1.7 JMW PAIR												
2	2. CDO UNDERWAY												
3	3. CDD ALONGSD												
4	4. JPME PHASE1												
5	5. ADVSKI GRD												
6	6. INSTINFLEXJT												
	7	7. PLITRA JET											
	8												
	9												
	10												
	11												
	12												

Firm-Fair-Consistent

Waiting First-Operate Forward-Be Ready







UNCLASSIFIED//FOUO

# The "Scattergram"



***Tentatively  
Select***

**# PCT / # CUM**

100	3	3	100
97	3	6	97
94	2	8	94

93			93
91	3	11	91
87	2	13	87
83	3	16	83

**"Crunch"  
8 records  
to select 4**

***Remove From  
Consideration***

80			80
77			77
74	5	21	74
71	6	27	71

**PCT (Confidence Score)**

*Firm-Fair-Consistent*

*Warfighting First-Operate Forward-Be Ready*





*UNCLASSIFIED//FOUO*

# Statutory Boards

---



- **Valuable achievements prior to LCDR**
  - Must have EP in First Sea Tour
  - First Shore: FRS, NSAWC, WWS, HT, VT, VX, HX
  - May have Flag Staff tour in lieu of Production
  - Second Sea Tour or SJO/TO
    - Timing often drives FITREP breakouts
- **Valuable achievements prior to CDR**
  - Superior performance in Operational Dept Head tour
    - #1 or #2 EP
    - Operations Officer or Maintenance Officer
    - Avoid “Special Projects” as job title for detaching report
- **Valuable achievements prior to CAPT**
  - Successful completion of Command tour
  - Proven leadership positions in shore and/or joint assignments